

Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Rooms

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the



nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available") and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	4	0	0
Printer, Ink-Jet (B&W)	2	0	0
Technology Carrel	2	35	70
Technology Carrel	2	40	80



Functional Activity

Reference and readers advisory services are crucial for ensuring that children have the academic resources they need. The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 4

CHILDREN'S TECHNOLOGY WORKSTATIONS: 1

Collections

Children's Reference

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk, for quick staff access. It should be close to the Children's OPACs and Children's Workroom.

ADJACENT:

Children's Desk

CLOSE:

Children's Workroom

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted);
Tile or vinyl around any water fountains

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is



unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage



Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Homework Center, Juvenile Collection and Seating Area, Children's OPAC Area, and Children's Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Shelving Units

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	15	12	180
1045 Children's Reference			

Description of Furniture & Equipment Units

Chair, Juvenile	4	0	0
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	1	0	0
Copier, B&W Freestanding	1	50	50
Dictionary Table Top Stand	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Juvenile	1	80	80
Technology Carrel	1	50	50



Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)
Custodial Sink & Supply Closet

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Children's Entrance
Children's Desk
Children's Collection and Seating
Children's On-Line Public Access Catalog
Children's Program Area

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to



an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by



facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	1	0	0
Diaper Changing Counter	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0
Stall	1	0	0
Waste Basket	1	0	0



Functional Activity

The Children's Workroom will provide workstations for the children's staff and multi-purpose work space for preparation of posters, children's craft sessions, making puppets, etc. The ideal layout for this workroom is to provide a counter for workstations around the perimeter of the workroom, preferably with sight lines into the library for supervision. A shared worktable or counter will provide additional work space and storage.

Occupancy

STAFF WORKROOM WORKSTATIONS: 3

Relationships

The Children's Workroom should be adjacent to the Children's Program Area so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Program Area and prepare program materials. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:

Children's Program Area
Children's Program Area
Storage/Supply Room

CLOSE:

Children's Desk
Children's Office
Children's Reference Collection & Seating

PROXIMITY:

All Other Spaces in the Children's Library

Flexibility

Children's workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future. This would include, for example, installation of floor covering under any built-in cabinetry or casework.

Penetration

Interior windows which allow supervision of the Children's Desk and other areas of the Children's Library, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of children's craft preparation materials. The finishes in the workroom should be comfortable but durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Children's Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning up after crafts projects, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space is next to a noisy service area, standard acoustical dampening strategies must be utilized. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Security

Staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the Children's Workroom should be able to see the Children's Desk and as much of the Children's Library as possible. An emergency buzzer and/or intercom system between the workroom and the desk is required to alert staff to potential problems or need for additional staff assistance.

Signage

Required signage includes a permanent room identification sign ("Children's Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	2	10	20
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	3	0	0
Computer, Staff Desktop	3	0	0
File Cabinet, Lateral (Four Drawer)	4	20	80
First Aid Kit	1	0	0
Flat File	1	40	40
Paper Towel Dispenser	1	0	0
Printer, Ink-Jet (Color)	2	0	0
Printer, Laser (Color)	1	0	0
Shelving, SF 60"h Steel W/ 5 Shelves	2	12	24
Sink	1	18	18
Soap Dispenser	1	0	0
Table, Work	1	200	200
Telephone Handset	3	0	0
Workstation, Children's Office System	3	75	225



Functional Activity

National City Public Library and the National School District collaborate to provide numerous opportunities for the community's young people to increase their literacy skills and become active participants in the Library's and schools enriching educational experiences. The Family Literacy Center will be the central location within the Library for these ongoing collaborative activities.

This area will provide space for many different kinds of Family Literacy Programs. These programs include: literacy instruction, story hour presentations, puppet shows, audio-visual programs and arts and crafts activities, class visits and parent presentations.

Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for instruction and program participation. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 60

Relationships

The Family Literacy Center should be adjacent to the Children's Collection and Seating Area.

ADJACENT: Children's Collection & Seating

CLOSE:

Children's Workroom
Children's Desk

PROXIMITY:

Children's Rest Rooms

Flexibility

The area should be flexible, with a stage and theater-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for Family Literacy sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical tile



WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or vinyl tile; Game rug; Vinyl tile at sink and craft area

Access

The Family Literacy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of stepped seating can not preclude universal access.

If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.



All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audio-visual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

In the children's program area provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Family Literacy Center" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
Cabinets, Full Height (Lockable)	6	5	30
Chair, Child's Stacking	60	5	300
Children's Craft Counter	1	40	40
Clock	1	0	0
Cushion, Floor	20	10	200



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Sign, Announcement	1	0	0
Table, Meeting Room	10	0	0
TV Monitor, 50" Projection Large Screen	1	20	20
Video Cassette Player/Recorder	1	0	0



Functional Activity

The Children's Department works to ensure that the community's children are instilled with the love of reading as both a pleasurable activity, as well as a tool for academic learning. This goal is best met by providing books and materials in a comfortable atmosphere. This area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 11

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2

Collections

Juvenile Fiction

Juvenile Non-Fiction

Children's Magazines

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk, but collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk

Children's Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with



enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted



at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Juvenile Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collection") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 19000 Juvenile Non-Fiction	49	18	882
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 10417 Juvenile Fiction	27	18	486
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves 12 Children's Current Magazines	2	12	24
Description of Furniture & Equipment Units			
Chair, Juvenile	8	0	0
Chair, Juvenile Lounge	3	25	75



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Task	2	0	0
Computer, Public Desktop	2	0	0
Table, Juvenile	2	85	170
Technology Carrel	2	40	80



Functional Activity

A major component of the Children's Department service to youth is the close relationship with National City schools and parents. This integral relationship can be seen in the Family Literacy Center, the WOWmobile, and the Library Literacy programs. This space will house a collection of books for parents and teachers, providing a special resource within the Children's division. This print collection will provide information on parenting and educating children. Adults will be the primary users of this collection, although some students may occasionally access these books.

Occupancy

READER SEATS: 6

TECHNOLOGY WORKSTATIONS: 1

Collections

Parent/Teacher Books

Relationships

This space should be relatively close to the Children's Desk so that staff may assist parents and teachers with the collection.

CLOSE:

Children's Desk

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to adults since parents and teachers will primarily use the collection.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Parenting & Teachers' Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum



of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area in the Children's Library and as such it should be cloistered from the hustle and bustle of the other spaces here. If adults are to use this area for any length of time, there will need to be a way to dampen the external noise entering this space. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed. If a separate room is created, it should include at least one glass wall so that the occupants can be seen from the desk.



Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Children's Desk, Children's Entrance, Children's OPAC Area, and Children's Reference Area. This directional sign ("Parent & Teacher Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Parent & Teacher Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 285 Parent/Teacher Books	2	12	24
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	2	35	70
Chair, Reader's	4	0	0
Chair, Task	1	0	0
Computer, Public Desktop	1	0	0
Table, End	1	12	12
Table, Reader's	1	85	85
Technology Carrel	1	40	40



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection
Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
Circulation Desk		476
Circulation Office		124
Circulation Workroom		550
Copy Center		200
TOTAL:		1,350



Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom and close to the Copy Center. It should be close to the AV Collection and New Book Display and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Circulation Office
Circulation Workroom

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Division)
New Book Display

PROXIMITY:

Fiction Collection & Seating
Public Rest Rooms
Young Adult Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

